

REQUEST FOR PROPOSALS

For an Update and Boundary Increase of the National Register of Historic Places Nomination for the Downtown Asheville Historic District Asheville, Buncombe County, North Carolina

Submission Deadline: August 10, 2010 at 5:00 p.m.

Project Coordinator: Stacy Merten, Director
Asheville-Buncombe Historic Resources Commission
City of Asheville
P.O. Box 7148
Asheville, NC 28802

The City of Asheville seeks a professional consultant to prepare an update and boundary increase of the Downtown Asheville Historic District National Register nomination located in Asheville, NC. The Downtown Asheville Historic District was listed in the National Register in 1978.

Project Description and Requested Services

The City of Asheville has received a Certified Local Government (CLG) Grant from the State Historic Preservation Office (HPO) of the North Carolina Department of Cultural Resources to update and expand the Downtown Asheville Historic District nomination, listed in the National Register in 1978. The proposed boundary increase was placed on the state's National Register Study List in 2009.

The existing district encompasses approximately 85 acres with 257 properties that are a mix of governmental, civic, institutional and commercial buildings. The new nomination will document twelve contributing resources within the existing district boundary, which were not identified in the original inventory, and will increase the period of significance to 1961. The proposed boundary increase is estimated to add ten acres with thirty-five structures clustered to the west and southwest of the existing district.

The project includes conducting the architectural survey necessary to provide supporting documentation of previously un-surveyed properties for the nomination, utilizing the State Historic Preservation Office's survey database and digital photography for incorporation into state and local GIS. The consultant will create properly labeled survey files containing survey forms generated from the database (including a narrative entry), photographs, notes on historical background and other materials gathered during the survey, locational street maps, and site plans as appropriate. For previously surveyed properties, the consultant will use the

files that were recently updated for the Comprehensive Architectural Survey Update of Asheville. The consultant will be responsible for all components of the National Register nomination including the Registration Form, narrative description, narrative statement of significance, boundary description and justification, photographs, and maps. The consultant will also be responsible for presentations at two (2) public information meetings in Asheville.

All work will be done to federal and state National Register standards and under the supervision of HPO staff, who will consult in the determination of final boundaries for the district. The consultant will submit final drafts of all products to the HPO no later than August 1, 2011. A hard copy of the final draft of the nomination as well as a copy of the database and all digital photographs on a CD or DVD will be provided to the City of Asheville.

Project Schedule

After the contract is awarded, the consultant must begin work within 30 days. The project shall be completed by August 1, 2011.

Project Budget

The total budget, to cover all professional fees and associated expenses, is \$7,700 funded by \$3,200 in cash by the City of Asheville and \$4,500 from a Certified Local Government Grant from the State Historic Preservation Office, North Carolina Office of Archives and History.

Consultant Selection/Qualifications

Consultants will be evaluated by a panel consisting of a representative from the HRC, the HRC Director and SHPO staff and will be evaluated in part on the basis of the following criteria:

- ✍ The person/firm must have performed satisfactorily on previous National Register nominations, as indicated by the State Historic Preservation Office.
- ✍ The person/firm must have adequate experience and/or staff to perform the work required.
- ✍ The person/firm must have the ability to meet the time schedule established for the work.
- ✍ The person/firm must meet the qualifications described in 36 CFR 61 (Appendix A) except subsections (d) Architecture and (e) Historic Architecture

- ✍ The person/firm must have a demonstrated ability to communicate effectively with the property owners and residents in the study area.

Submission of Proposals

Consultants interested in the project area are invited to submit a proposal that discusses how they would conduct the project, addresses the criteria listed above, and includes the following:

- ✍ a list of the type of services for which the person/firm is qualified;
- ✍ names of principals, key persons, or associates who would be involved in the project;
- ✍ a list of similar projects completed by the person/firm, giving names, addresses and phone numbers of clients;
- ✍ a copy of a recent nomination, preferably a district.

All proposals for consideration must be received in the City of Asheville on or before August 10, 2010 at 5:00 p.m. Proposals should be directed to:

Stacy Merten, Director
Asheville Buncombe Historic Resources Commission
City of Asheville
P.O. Box 7148
Asheville, NC 28802

The City of Asheville reserves the right to waive any informality or reject any or all proposals submitted. There is no expressed or implied obligation for the local government to reimburse responding firms for any expense incurred in preparing their proposal. All proposed responses to the RFP shall remain valid for a period of not less than ninety calendar days from the due date of this RFP. Submission of a proposal indicates acceptance by the responding firm of the terms, conditions, and requirements described in the RFP unless clearly and specifically noted in the submittal.

The City of Asheville has adopted a Minority Business Plan to encourage participation by minority businesses in the award of contracts. Bidders are hereby notified that this bid is subject to the provisions of that Plan to outreach to minority businesses for this project. Bidders should provide a written statement of their intentions to perform minority business outreach with or without subcontracting. If the bidder will be subcontracting, what are the bidder's good faith efforts in response to this RFP. Questions regarding the Minority Business Plan may be directed to the Coordinator of the Minority Business Program, in person at 70 Court Plaza on the 5th Floor, Asheville, NC 28801 or by phone at (828) 232-4566

or by email at minoritybusiness@ashevillenc.gov or find information on the website at www.ashevillenc.gov/mbp.

You can access two sources for certified minority firms at www.ips.state.nc.us/ips/vendor/searchvendor.aspx?t=h or www.doa.nc.gov/hub to search for vendors. It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.